INSTRUCTIONS FOR ASSEMBLING NEW INBOUND MADRID APPLICATIONS

February 13, 2004

- Place text serial number/barcode label in the first square (not the middle square) of the outer flap of the file jacket.
- Place a serial number/barcode label on the drawing page only. If the drawing page is not the first page of the application, then place a serial number/barcode label on the first page of the application as well.
- Place the mail date label on the drawing page.
- 2-hole punch all papers in the top margin neatly in the center, no off-kilter holes that require the pages to be folded or kinked when the files are shut.
    - Place drawing page on the left flap and all other papers in the middle, starting on the bottom and going up:
    1. Request for extension protection (Birth)

- Generate file jacket label by:
    - Clicking on the icon, "File Jacket Labels" on the desktop
    - Clicking "ok" on the highlighted printer (Do Not select a printer)
    - Clicking on "open"
    - Scanning the serial number from the barcode on the file jacket
        - For Generating 1 label: Click on "serial," click "Print Current", click "Exit" to leave or "Open" to print next single serial number
        - For Generating a batch of 100 sequentially numbered labels: click on "Batch," and then click on "Print All," click "Exit" to leave or "Open" to print next batch of 100 labels
- Place jacket on outer folder flap
- Verify that mark on file jacket matches that of mark on drawing page
- ***From the TRAM terminal, not the desktop, tram transaction 6070 then enter a range of serial numbers. That is the beginning and ending serial number and thereafter all of them will be updated***
- Deliver files to assigned LO, leave at receptionist's desk

Errors:

- Any Problems Refer to Patrick Henneberry

For files sitting in Assembly for more than 2 weeks, notify the COTR.

Files requested by the A/C's Office should be pulled and delivered to Pam Lloyd on the 10th floor. Pam will have SOME of these files returned to Assembly for final assembly and delivery to the Law Offices; others will need to be processed as informals once Pam completes her bounced check processing.   She processes bounced checks and in some

instances, these customers also have deposit accounts which can be tapped for fees not collected as a result of bounced checks.